




FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 TH FLOOR		
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR JANUARY 13, 2010		

TO

DATE: January 14, 2010

Captain John Carr, Fire Department
Mr. Ken Sands, Parking Authority
Mr. Kirkland Gabriel, DOT TEC
Ms. Valorie LaCour, DOT Planning
Mr. John Thumbi, DOT Traffic
Mr. Bill Beatty, Department of General Services
Dr. Nollie P. Wood Jr., Mayor's Office
Ms. Miriam Agrama, DHCD Plans Examining
Mr. Geoff Veale, Zoning Administrator
Mr. David Tanner, BMZA

In attendance were:

- Eric Tiso, Gary Letteron, Anthony Cataldo, Ken Hranicky, Melvin Hicks and Lisa Moris for the Department of Planning;
- Bill Beatty for the Department of General Services
- Milan Rai for HCD Plans Examining;
- Kirkland Gabriel, John Thumbi and Valorie LaCour for the Department of Transportation;
- Ken Sands for the Parking Authority;
- Dr. Nollie Wood, Jr. for the Mayor's Commission on Disabilities; and
- James Carroll for the Department of Public Works.

Agenda

1. 3901 Buena Vista – Construction of a new 5,000 sqft Warehouse Building
2. 4701 North Charles Street – College of Notre Dame – School of Pharmacy

3901 Buena Vista – Construction of a new 5,000 sqft Warehouse Building

Zoning: M-1-1

Plans Date: 30 Oct 2008

Block/Lot: 3568/001

Urban Renewal: None

Environmental: Forest Conservation

Historic: Hampden National Register of Historic Places District

Total Site Area: ±166,862 sqft (±3.831 Acres)

Gross Square Footage: 49,505 sqft existing, 5,000 sqft proposed

In addition to Committee Members and Planning staff, in attendance was:

- Rick Richardson, Richardson Engineering.

Project Summary:

The owner of 3901 Buena Vista Avenue would like to close and purchase a portion of Conduit Avenue in the rear of his property, and then consolidate it with his existing property, to later be followed by a subdivision for disposition purposes. The new lot will then be sold to his neighbor to the rear, in order to formalize the use of this area for his expanding business. A new 5,000 sqft warehouse is proposed to be built.

Comments & Issues:

- Environmental/Landscaping:
 - Total disturbance for this site is ±65,232 sqft, and so triggers Forest Conservation program requirements.
 - The Forest Stand Delineation (FSD) for this site has been accepted. The Forest Conservation Plan must be revised to mitigate for the forest to be removed by using the full Forest Conservation Calculation Worksheet. Work with Gary Letteron.
- Parking/Traffic:
 - Nine parking spaces are proposed, one of which is a handicapped parking space.
 - The paving area provided will suffice for small passenger trucks and perhaps single-unit delivery trucks, but will not have sufficient space for larger vehicles to get to the proposed roll-up door in the south elevation. The proposed purchaser does not expect larger vehicles to visit this site.
 - Upon closure and purchase, the portion of Conduit Avenue will become a part of the proposed lot for subdivision. A driveway will connect this site to the terminus of Edgemoor Avenue.
- Accessibility:
 - The loading area of the handicapped parking space aligns with the front door on the east elevation, and is proposed to be at-grade (no curbing).

Next Steps:

- Finalize the Forest Conservation Plan, and submit two copies of the plan sheet for insertion into the submittal packet. They will then be stamped as approved.
- Continue to pursue subdivision and street closure processes.

NOTE:

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

4701 North Charles Street – College of Notre Dame – School of Pharmacy

Zoning: R-1

Plans Date: Nov 2009

Block/Lot: 5027/003

Urban Renewal: None

Environmental: None

Historic: None

Total Site Area: ±54.97 Acres

Gross Square Footage: ±6,200 sqft (proposed building)

In addition to Committee Members and Planning staff, in attendance was:

- John Heinrichs, Phoenix Engineering;
- David Blankenship, Phoenix Engineering.

Project Summary:

This project is a proposed four-story building that will be used as the School of Pharmacy at the College of Notre Dame. This project is part of the campus' 20-year plan (*ca.* 1994). The goal is to begin construction in June, and have the building ready for use at the start of the 2011 academic year. Approximately sixty students plus some additional faculty will use this building.

Comments & Issues:

- Environmental/Landscaping:
 - Gary Letteron in the Office of Sustainability (410-396-4369) will check the plans for consistency with the Forest Conservation Master Plan. Please send a copy of the landscape plan to Gary for review.
 - This building will be served by the existing stormwater management facility that was over-engineered in previous construction, in order to accommodate future phases in the campus' 20-year plan.
 - The proposed building contains ±6,200 sqft of space, and so does not trigger the Baltimore City Green Building Standards (BCGBS) review.
- Parking/Traffic:
 - The campus currently provides 612 parking spaces, which exceeds their zoning requirement of 478 parking spaces. A portion of an existing parking lot will be removed as part of this project. Since these parking spaces are "excess" they need not be replaced.
- Accessibility:
 - Please ensure that all entrances are handicapped accessible. For the formal entrance on the lower end of the building, please check the grades and cross-slopes for the lower parking lot and pathway to see they comply with ADA accessibility standards. If so, please show this as an accessible path on the plans, and locate at least one handicapped parking space close to the lower entrance.

Next Steps:

- Submit two complete sets of revised plans for review.

NOTE:

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